



Figure 186: Drawing toolbar

To use a drawing tool:

- 1) Click on the tool in the Drawing toolbar (Figure 186). The mouse pointer changes to a drawing-functions pointer and the normal Formatting toolbar changes to the Drawing Object Properties toolbar, becoming a floating toolbar (Figure 187).
- 2) Move the cross-hair pointer to the place in the document where you want the drawing object to appear and then click and drag to create the object. Release the mouse button. The selected drawing function remains active, so that you can draw another object of the same type.
- 3) To cancel the selected drawing function, click on the tool's icon again, press the *Esc* key, or click on the **Select** icon (the arrow) on the Drawing toolbar.
- 4) You can now change the properties (fill color, line type and weight, anchoring, and others) of the drawing object using the Drawing Object Properties toolbar (Figure 187), the Properties deck on the Sidebar, or the choices reached by right-clicking on the drawing object.

## Setting the properties of drawing objects

For more information on the properties of drawing objects, see the *Draw Guide*.

You can set some default properties for a drawing object before you draw an object. These default properties are applied only to the current spreadsheet and are not retained when you close the spreadsheet. The properties apply only to drawing objects.

- 1) Click **Select** on the Drawing toolbar (Figure 186).
- 2) On the Drawing Object Properties toolbar (Figure 187), set the values you want to use for each property. When you select area or line properties, dialogs open where you can set the values used for area or line.



Figure 187: Drawing Object Properties toolbar – controls available for setting default properties

- 3) After you draw an object or group it with another object, more properties become active. These appear on the toolbar (Figure 188) and some are shown in the Properties deck of the Sidebar (Figure 189).



Figure 188: Drawing Object Properties toolbar after inserting an object

You can change the properties of an existing drawing object (fill color, line type and weight, anchoring, and so on) using the Drawing Object Properties toolbar (Figure 187), the Properties deck on the Sidebar, or the context menu when you right-click on the drawing object.